

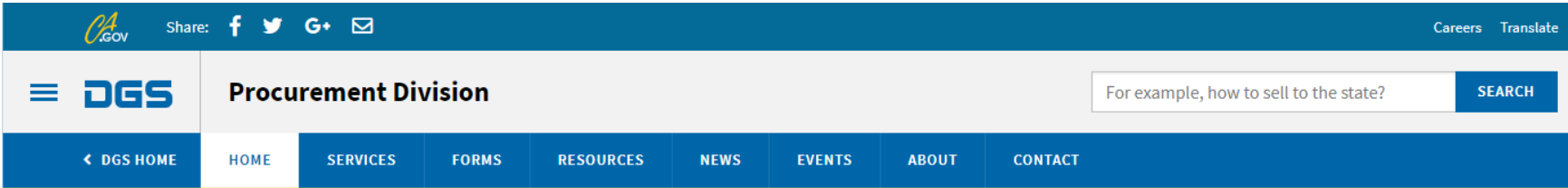
GUIDE TO NAVIGATING PD'S NEW WEBSITE

PROCUREMENT DIVISION

Procurement Division’s new website has launched on Feb. 15, 2019. Let us introduce what’s new in our website.

1. Navigation Tabs

You will find nine tabs on the top navigation bar.



- DGS HOME:** This takes you to the Department of General Services (DGS)’ home page.
- HOME:** This takes you to the Procurement Division (PD)’s home page.
- SERVICES:** This takes you to the list of Procurement Division’s services.
- FORMS:** This takes you to the list of STDs and DGS-PD forms used in procurement and contacting.
- RESOURCES:** This takes you to the list of resources relevant to PD’s services.
- NEWS:** This takes you to the list of PD’s latest news.
- EVENTS:** This takes you to the list of PD’s outreach events.
- ABOUT:** This takes you to PD’s introduction page. You will find out about our five branches and their programs.
- CONTACT:** This takes you to PD’s contact information page.

Now let’s explore each tab in details.

2. HOME

Here is PD's home page dissected.

CA
GOV

Share: [f](#) [t](#) [G+](#) [e](#)

Careers

Translate

☰

DGS

Procurement Division

For example, how to sell to the state?

SEARCH

< DGS HOME

HOME

SERVICES

FORMS


RESOURCES

NEWS

EVENTS

ABOUT

CONTACT



Procurement
Division

Sets state procurement policies, offers purchasing services and training, and certifies small businesses.

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NEWS

MORE NEWS >

Fraud Alert

State CAL-Card Contract (Program)-News

IT Scam Alert

Software Licensing News

EVENTS

MORE EVENTS >

05
MAR

Bringing Government Contracting Opportunities to You
Outreach in William Jessup University, Rocklin Campus, 2121 University Ave., Rocklin, CA 95765 from 9 ~ 11:30 a.m.

06
MAR

Small Business Advisory Council Meeting
Outreach in Department of General Services, Executive Board Room RM 8-100, 707 3rd St., West Sacramento, CA 95605 from 1 ~ 3 p.m.

ANNOUNCEMENTS

MORE ANNOUNCEMENTS >

Feb 15

Find Certified Small Business and Disabled Veteran Business Enterprise (SB/DVBE)

Feb 15

Bid Opportunities

Oct 18

Upcoming Solicitations

News, Events and Announcements such as bid opportunities and outreach events.

State Contracting Manual

State Contracting Manual Vol 1. 2. 3. and FI\$Cal

STATE CONTRACTING MANUAL

Quick link to
SCM Vol. 1,2,3
and FI\$Cal.

FEATURED SERVICES

RECOMMENDED LATEST MORE »

File Consolidated Annual Report for State Contracting

State agencies can obtain assistance with submitting a required Consolidated Annual Report due every year by Aug. 1.

Find Leveraged Procurement Agreements (LPAs)

State and local agencies can search for LPAs such as cooperative agreements, statewide commodity contracts, statewide food contracts, master agreements, software licensing program contracts, state price schedules, and California Multiple Award Schedules (CMAS).

File DVBE Subcontracting Report

State agencies can obtain assistance with submitting a required DVBE Subcontracting Report (STD 810D) to the Department of General Services due every year by Nov. 1.

PD's popular
Services.
Click "More" to
see all services.

FEATURED LINKS

MORE LINKS »

Buying Green Guide

This guide provides information, tools, and tips for buyers and provides insight to suppliers on how the state views green products and businesses.

Cal eProcure Support

Learn how to use Cal eProcure site to find state contracts and register small businesses and disabled veteran business enterprises.

How to do Business with the state of California

Vendors can learn how to get certified to do business with the state of California. Access links to labor laws, free advice, and other resources.

Frequently
searched
information.

Non-Competitively Bid Contracts Portal

View NCB contract types and learn how to submit a justification request.

Small Business and Disabled Veteran Business Enterprise Best Practices for State Departments

Learn best practices to support the inclusion of SBs and DVBEs in state procurement.

State Contracts Index Listing

The State Contracts Index Listing identifies current Leveraged Procurement Agreements (LPAs).

The screenshot shows the top of the Cal eProcure website. The header is blue with the text "Cal eProcure" and "California Bid Postings and Small Business & Certification Application Online". A yellow button labeled "GO TO CAL EPROCURE" is highlighted with a red box and an arrow pointing to it from the text "Quick link to Cal eProcure site". Below the header, there are two main sections. The left section, titled "CONTACT", is highlighted with a red box and an arrow pointing to it from the text "Contact PD via phone or email. You can also report a broken link or outdated content." It contains the "Procurement Division" address and three links: "Phone (916) 375-4400", "Send an email", and "Report a web problem". The right section, titled "CONNECT WITH US", is also highlighted with a red box and an arrow pointing to it from the text "Connect with DGS via Social Media". It contains social media icons for Facebook, Twitter, YouTube, Instagram, and LinkedIn. Below these icons, there is a section titled "Subscribe to receive PD's Broadcast Bulletins" with a "SUBSCRIBE" button highlighted by a red box and an arrow pointing to it from the text "Subscribe to PD's Broadcast Bulletins".

Cal eProcure

California Bid Postings and Small Business & Certification Application Online

GO TO CAL EPROCURE

CONTACT

Procurement Division
707 Third Street, Second Floor
West Sacramento, CA 95605

- Phone (916) 375-4400
- [Send an email](#)
- [Report a web problem](#)

CONNECT WITH US

f t y i in

Subscribe to receive PD's Broadcast Bulletins
Stay up to date with the [latest](#) on contracts, policies, events and FI\$Cal.

SUBSCRIBE

Quick link to Cal eProcure site

Contact PD via phone or email.
You can also report a broken link or outdated content.

Connect with DGS via Social Media

Subscribe to PD's Broadcast Bulletins

3. SERVICES

PD currently offers 34 services through our website. Click "Services" on the top navigation bar to see the list of all services.



There are three ways to find a service.

1. Type keyword in the search box.

SORT BY TITLE (A - Z) ▾

FILTER SERVICES

SERVICE CATEGORIES ▾

WEBSITE TOPICS ▾

AUDIENCE ▾

1 - 25 OF 34 SERVICES

Access CalPCA Procurement and Contracting Courses
State procurement professionals can sign up for California Procurement and Contracting Academy (CalPCA) courses and workshops to gain essential knowledge and improve buying skills.

Access Leasing Services through Lease \$Mart
State and local agencies can submit a request through Lease \$Mart, the state's leasing marketplace program.

Apply for California Multiple Award Schedules (CMAS)
Suppliers who are interested in becoming the California Multiple Award Schedules (CMAS) contractor can submit the application to the CMAS unit.

3. Go through the list sorted A-Z.

2. Use filters to narrow down the result.
Expand each tab and select what's applicable.

4. FORMS

Standard Forms and DGS-PD forms used in procurement and contracting can be found in the forms list.



Forms can be searched in the same manner as the services.

1. Search by form number, name, or keyword.

A screenshot of a web application's "Forms" section. At the top, there is a search bar with the placeholder text "Search Forms" and a blue "SEARCH" button. To the right of the search bar is a dropdown menu labeled "SORT BY TITLE (A - Z)". Below the search bar, on the left, is a "FILTER FORMS" section with two expandable categories: "WEBSITE TOPICS" and "AUDIENCE". Below this is a "CALIFORNIA STATE FORMS" section with a link "Search more forms" and a blue button labeled "CALIFORNIA STATE FORMS DIRECTORY". On the right, a list of forms is displayed, starting with "1 - 25 OF 57 FORMS". The first three items in the list are: "Advertising in the Contracts Register" (STD 815), "Agreement Summary" (STD 215), and "Bidder Declaration (Verbal)" (GSPD 05-106). Red arrows point from the numbered instructions to specific elements: arrow 1 points to the search bar, arrow 2 points to the "CALIFORNIA STATE FORMS DIRECTORY" button, and arrow 3 points to the list of forms.

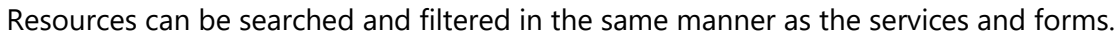
2. Use filters to narrow down the results.

More forms can be found in California State Forms Directory

3. Sorted list.

Useful information for state procurement professionals as well as business owners are available in the Resources list.

Useful information for state procurement professionals as well as business owners are available in the Resources list.



Search Resources

SEARCH

SORT BY TITLE (A - Z) ▾

FILTER RESOURCES

RESOURCE TYPE ▾

WEBSITE TOPICS ▾

AUDIENCE ▾

1 - 25 OF 47 RESOURCES

Broadcast Bulletins

Procurement professionals can access the Broadcast Bulletins system for updates on policies, events, contracts, and FISCa sponsored by the Department of General Services (DGS).

Buy Clean California Act

State agencies, University of California and California State University System, construction materials industries, other interested parties can learn more about the embedded carbon emissions of construction materials used in public works projects.

3. Sorted list

6. NEWS

Keep up with PD's latest news.

[← DGS HOME](#)[HOME](#)[SERVICES](#)[FORMS](#)[RESOURCES](#)[NEWS](#)[EVENTS](#)[ABOUT](#)[CONTACT](#)

[HOME](#) » [PROCUREMENT DIVISION](#) » [NEWS](#) » [FRAUD ALERT](#)

Fraud Alert

Be aware of fraudulent activity!

Published on February 05, 2019

CONTACT

Procurement Division

Department of General Services

707 Third Street, 2nd Floor
West Sacramento, CA 95605

Toll Free - (800) 559-5529
Local - (916) 375-4400

The California Department of General Services (DGS) has recently been made aware of several fraudulent orders that have been placed with different vendors throughout the state. Unauthorized users have been impersonating State of California employees to place fraudulent orders in a variety of ways, including the following:

1. Issuance of fraudulent Purchase Orders (PO) being sent from what appears to be a legitimate DGS email address from an actual DGS employee. While these POs may appear to be legitimate, they are not.
2. Communication with vendors/suppliers from fake email accounts, which look similar to State of California email addresses.
3. Shipping instructions to locations which are not viable state agency locations.
4. Using State of California employee names/phones on a fake PO.

7. EVENTS

Check out our upcoming Small Business and Disabled Veterans Business Enterprise (SB/DVBE) outreach events, and register to attend.



You can view the event list in two ways.

1. List sorted by event date.

SEARCH

SORT BY EVENT DATE ▾

FILTER EVENTS

EVENT CATEGORIES ▾

WEBSITE TOPICS ▾

AUDIENCE ▾

1 - 25 OF 55 EVENTS

21
JUN

"Wine Not" Small Business and DVBE Summit
Outreach in Rancho Roble Vineyards, 340 Fleming Rd., Lincoln, CA 95648 from 9 a.m. – 5 p.m.
Hosted by the Veteran Business Outreach Center.

31
MAY

2019 Norcal Procurement Expo
Outreach in Roundhouse, 2600 Camino Ramon, Suite 100, San Ramon, CA 94583 from 7:30 a.m. – 2:30 p.m.
Hosted by the Northern California Procurement Technical Assistance Center.

24
APR

How to do Business with the State of California
Outreach in U.S. Small Business Administration, 455 Market Street, Suite 600, San Francisco, CA 94105 from 1 - 4 p.m.
by San Francisco SBA Entrepreneur Center

Page | 9

2. Calendar view.

SEARCH

Choose your preferred view

March 2019

PREVIOUS

NEXT

EVENT CATEGORIES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26 8th Annual Veteran and Small Business Summit	27	28 Elevate: A Procurement Symposium	1	2
3	4	5 Bringing Government Contracting Opportunities to You	6 Small Business Advisory Council Meeting	7 2019 Caltrans NR Procurement Fair	8	9

8. ABOUT

Interested in what we do? Read about PD branches and programs.

CONTACT

Procurement Division

Department of General Services

707 3rd Street, 2nd Floor
West Sacramento, CA 95605

Toll Free: (800) 559-5529

Local: (916) 375-4400

PROCUREMENT DIVISION

The Department of General Services (DGS) Procurement Division (PD) sets state procurement policies and provides purchasing services. It delegates purchasing authority; certifies small and/or disabled veteran businesses to do business with the state; sponsors the Small Business Council; participates in the Disabled Veterans Business Enterprise Council; and provides innovative purchasing methods that save taxpayers' dollars, integrating quality solutions to meet customers' needs.

OUR MISSION

Provide effective leadership to deliver innovative procurement solutions enabling our customers to serve the people of California.

Deputy Director

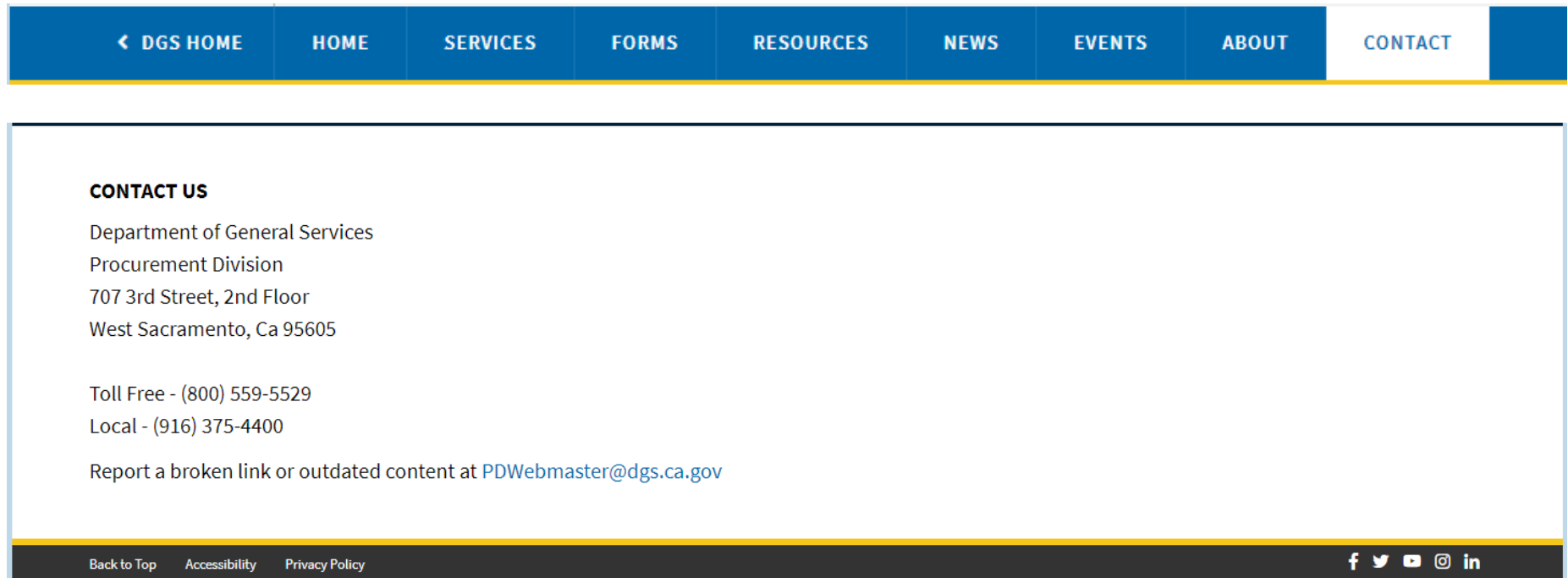
[Angela Shell](#)

BRANCHES

[ACQUISITIONS](#)[BUSINESS DEVELOPMENT](#)[ENGINEERING](#)[CERTIFICATION AND OUTREACH](#)[POLICY, TRAINING AND CUSTOMER SERVICES \(PT&CS\)](#)

9. CONTACT

Please give us feedback on our new website, so we can provide content that's useful.



Now that we are familiar with navigating tabs, let's talk about popular content.

10. HOT TOPICS

Frequently searched contents are presented as featured links in the home page.
Go to PD home page by clicking "**HOME**" tab in the navigation bar.

In the home screen, scroll down to the list of **Featured Links**.

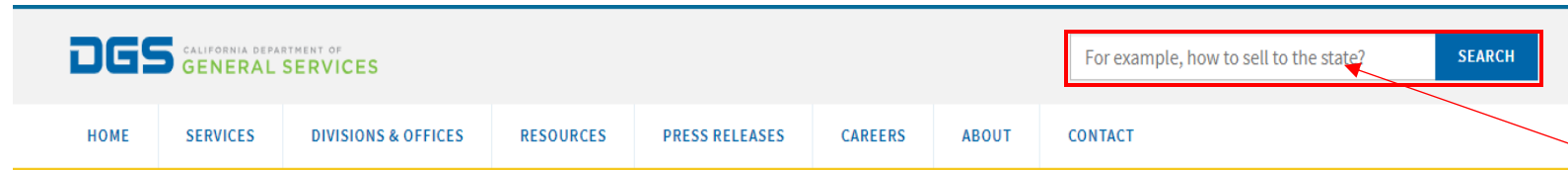
FEATURED LINKS			MORE LINKS »
<p>Buying Green Guide</p> <p>This guide provides information, tools, and tips for buyers and provides insight to suppliers on how the state views green products and businesses.</p>	<p>Cal eProcure Support</p> <p>Learn how to use Cal eProcure site to find state contracts and register small businesses and disabled veteran business enterprises.</p>	<p>How to do Business with the state of California</p> <p>Vendors can learn how to get certified to do business with the state of California. Access links to labor laws, free advice, and other resources.</p>	
<p>Model Contract Language</p> <p>Learn about the model contract language for IT and Non-IT contracts.</p>	<p>Non-Competitively Bid Contracts Portal</p> <p>View NCB contract types and learn how to submit a justification request.</p>	<p>SB/DVBE Certified Firm Search</p> <p>Find certified Small Business and Disabled Veteran Business Enterprise firms in Cal eProcure site.</p>	
<p>SB/DVBE Sample Solicitation Language for Public Works Contracts</p> <p>Examples of SB/DVBE contract language which a few departments are using to ensure listed SB/DVBE subcontractors are used on their public works contracts.</p>	<p>Small Business and Disabled Veteran Business Enterprise Best Practices for State Departments</p> <p>Learn best practices to support the inclusion of SBs and DVBEs in state procurement.</p>	<p>State Contracts Index Listing</p> <p>The State Contracts Index Listing identifies current Leveraged Procurement Agreements (LPAs).</p>	

For your convenience, here are direct links to hot topics.

- [Bid Opportunities Search in Cal eProcure](#)
- [California Procurement and Contracting Academy Courses](#)
- [How to do Business with the state of California](#)
- [IT & Non-IT Model Contract Language](#)
- [SB/DVBE Certified Firm Search in Cal eProcure](#)
- [SB/DVBE Sample Solicitation Language for Public Works Contracts](#)
- [State Contracting Manual](#)

11. PAGE NOT FOUND

Due to the website transition, the links to the old website are no longer valid. When you hit a dead-end, here is what you can do.



You can search any keyword at right where you are.

To come to PD's site, click "**Divisions & Offices**" and select "**Procurement Division**" from the list.

Still can't find what you need?

Contact PDWebmaster@dgs.ca.gov.